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Preamble

We the people of the town of East Windsor, under the constitution and laws of the state of Connecticut, in order to secure the benefits of local self-government and to provide for an honest and accountable Board of Selectmen government do hereby adopt this charter and confer upon the town the following powers, subject to the following restrictions, and prescribed by the following procedures and governmental structure. By this action, we secure the benefits of home rule and affirm the values of representative democracy, professional management, strong political leadership, citizen participation, and regional cooperation.

CHAPTER ONE
INFORMATION AND GENERAL POWERS

Section 1-1 Incorporation

All the inhabitants dwelling within the territorial limits of the Town of East Windsor, as heretofore constituted, shall continue to be a body politic and corporate under the name of "Town of East Windsor" hereinafter called "Town" and as such shall have perpetual succession and may hold and exercise all powers and privileges heretofore exercised by said Town and not inconsistent with the provisions of this Charter, the additional powers and privileges herein conferred and all powers and privileges conferred upon towns under the general law of the State of Connecticut, hereinafter referred to as "General Statutes."

Section 1-2 Rights and Obligations

All property, both real and personal, all rights of action and rights of every description and all securities and liens vested or inchoate in said Town, as of the effective date of this Charter, are continued in said Town and said Town shall continue to be liable for all debts and obligations of every kind. Nothing herein shall be construed to affect the rights of said Town to collect any assessment, charge, debt or lien. If any contract has been entered into by said Town prior to the effective date of this Charter, or any bond or undertaking has been given by or in favor of said Town which contain provisions that the same may be enforced by any commission, board, department or officer therein named, which is abolished by the provisions of this Charter, such contracts, bonds or undertakings shall be in no manner impaired, but shall continue in full force and effect and the powers conferred and duties imposed with reference to the same upon any commission, board, agency, department or officer shall, except as otherwise provided in this Charter, thereafter be exercised and discharged by the Board of Selectmen of said Town.

Section 1-3 General Grant of Powers

In addition to all powers granted to towns under the Constitution and General Statutes, the Town shall have all powers specifically granted by this Charter and all powers fairly implied in or incident to the powers expressly granted, and all other powers incident to the management of the property, government and affairs of the Town, including the power to enter into contracts with the United States or any federal agency, the State of Connecticut or any political subdivision thereof, for services and the use of facilities, the exercise of which is not expressly forbidden by the Constitution and general law of the State of Connecticut. The enumeration of particular powers in this and any other chapter of this Charter shall not be construed as limiting this general grant of power, but shall be considered as an addition thereto.

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Section 1-4 Existing Laws and Ordinances

All general laws of the State of Connecticut applicable to the Town, and all ordinances and regulations of the Town, shall continue in full force and effect, except insofar as they are inconsistent with the provisions of this Charter. All special acts or parts thereof, relating to the Town of East Windsor, inconsistent with the provisions of this Charter are repealed. The provisions of all special acts of the General Assembly relating to the Town of East Windsor which are consistent with the provisions of this Charter are hereby retained.

Section 1-5 Intergovernmental Relations

The Town shall continue to participate in such regional and interlocal agencies and programs as authorized by ordinances adopted pursuant to the applicable provisions of the General Statutes. Nothing in this Charter shall be construed as limiting the authority of the Town to continue such participation or join new regional programs as authorized by the General Statutes.

Section 1-6 Conflict of Interest

Conflict of Interest will be addressed by a Code of Ethics covering all elected and appointed officers and employees.

CHAPTER TWO ELECTIONS

Section 2-1 General

- A. Nomination and election of federal and state officers, including Registrars of Voters, and of such elective municipal officers, boards and commissions as are provided for in this Charter shall be conducted, and the Registrars of Voters shall prepare lists of electors qualified to vote, therefore, in the manner prescribed in the Constitution and general law of the State of Connecticut, except as hereinafter provided.
- B. The election of municipal officers shall be held on the first Tuesday after the first Monday of November in odd numbered years. The terms of all municipal officers shall commence on the fourteenth day following the municipal elections unless otherwise stated in this Charter, and they shall hold office until their successors have been chosen and qualified. Except as otherwise provided in this Charter, all elective Town officers, boards and commissions shall have the powers and duties prescribed by law.

Section 2-2 Minority Representation

Except where otherwise stated in this Charter, minority representation on any elective or appointive board, committee or similar body of the Town shall be determined in accordance with the following provision: Whether the total membership of the board is odd or even, not more than the bare majority shall be members of the same political party.

Section 2-3 Voting District

Unless otherwise established by ordinance or state law, there shall be two voting districts in the Town. The Board of Selectmen shall provide a suitable polling place in each district. The Selectman, Town Clerk, Registrars of Voters, and all other officers of the Town shall perform the duties required of them by law with respect to elections in the voting districts. All action taken under the provisions of this section shall be in accordance with the General Statutes.

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Section 2-4 Breaking a Tie

When any regular, special municipal election, primary election or any referendum vote conducted pursuant to the provisions of this Charter results in a tie, the tie shall be broken in accordance with provisions of the General Statutes.

Section 2-5 Eligibility

No person shall be eligible for election to any Town office, board, commission or similar body who is not at the time of their election an elector of said Town. Any person ceasing to be an elector of said Town, shall thereupon cease to hold such elective office in the Town. Residency is required to serve on a Board or Commission.

Section 2-6 Board for Admission of Electors

The Town Clerk, or any assistants, Registrars of Voters, or any Deputies shall constitute the Board for Admissions of Electors in accordance with the provisions of the Connecticut General Statutes §9-15a.

**CHAPTER THREE
ELECTED OFFICERS**

Section 3-1 General Powers and Duties

Except as otherwise provided in this Charter, all elected Town officers and members of the Board of Education shall have the powers and duties prescribed by law. Meetings shall be held in accordance with Roberts Rules of Order.

Copies of all minutes taken by each board and commission, and the recorded vote of each member thereof on all issues, shall be filed with the Town Clerk and the First Selectman within the time specified in the General Statutes. The Town Clerk shall maintain files of such minutes which shall be public records.

Section 3-2 Elected Town Officers, Boards and Commissions

At each Town election the following officers and members of boards and commissions shall be elected for terms as outlined below and until their successors have been elected and duly qualified, except as otherwise provided herein. All terms shall commence as stated in this Charter. A Chairperson, Secretary and such other officers as deemed appropriate by each elective board and commission shall be chosen biennially at a meeting held within thirty days of the commencement of terms of members elected at each regular biennial Town election.

- a) First Selectman - The term of office for the First Selectman shall be two years.
- b) Board of Selectmen - Six members of the Board of Selectmen, together with the First Selectman, shall constitute a seven-member Board of Selectmen. For purposes of minority representation, the First Selectman shall be considered a member of the Board of Selectmen.
- c) Board of Education - At each regular Town election there shall be elected a sufficient number of members to the Board of Education to maintain its number at nine for a term of four years each.
- d) Board of Assessment Appeals - At each regular Town election there shall be elected a sufficient number of members to the Board of Assessment Appeals to maintain its number at three for a term of four years each.
- e) Zoning Board of Appeals - At each regular Town election, there shall be elected a sufficient number of members to the Zoning Board of Appeals to maintain its number at five members and three alternates for a term of four years each.

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- f) Constables - At each regular Town election there shall be elected a sufficient number of constables to maintain seven constables for a term of four years each.
- g) Board of Finance – At each regular town election, there shall be elected a sufficient number of members to maintain its membership at six members and two alternates to serve for a term of four years each.

Section 3-3 Elected State Officers

At the State election held in November 1994, and every four years thereafter, there shall be elected two Registrars of Voters, in accordance with Connecticut General Statutes §9-189a for terms of four years. The term of office of the Registrars of Voters shall commence as stated in the General Statutes.

At the state election held in November, 1994, and every four years thereafter, there shall be elected a Judge of Probate for the Probate District of East Windsor, in accordance with the applicable provisions of the General Statutes, for a term of four years.

**CHAPTER FOUR
BOARD OF SELECTMEN**

Section 4-1 Board of Selectmen

There shall be a Board of Selectmen. The Board of Selectmen shall be composed of the First Selectman, and six (6) members elected at-large. Except as otherwise provided in this charter, the legislative power of the town shall be vested in the Board of Selectmen.

The Board of Selectmen shall have the power to enact, amend or repeal ordinances and resolutions not inconsistent with this charter or the general statutes of the state providing for the preservation of good order, peace, health and safety of the town and its inhabitants; create or abolish by ordinance boards, commissions, departments or offices except those provided for in this charter.

The Board of Selectmen may contract for service and the use of facilities of the United States or any federal agency, the State of Connecticut and any political sub-division thereof, or may, by agreement, join with such political subdivisions to provide services and facilities.

The Board of Selectmen shall consider and endorse a plan of development in accordance with general statutes.

The Board of Selectmen shall elect from among its members a Deputy First Selectman who shall act as First Selectman during the absence or disability of the First Selectman and, if a vacancy occurs, shall become First Selectman for the remainder of the unexpired term.

Section 4-2 Coordination

The Board of Selectmen may, at its discretion, convene any or all town officials, boards, commissions or committees to review, plan or coordinate activities and operations of town government, and may require reports to be submitted to it from all appointed boards and commissions. At any such meeting the electors of the town may submit suggestions and criticisms for consideration by the appropriate official, board, commission or committee during a time set aside for public comment.

Section 4-3 The First Selectman – Powers and Duties

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The First Selectman shall be a voting member of the Board of Selectmen and shall attend and preside at meetings of the Board of Selectmen, represent the town in intergovernmental relationships, appoint with the advice and consent of the Board of Selectmen the members of citizen advisory boards and commissions, present an annual state of the town message, appoint the members and officers of Board of Selectmen committees, assign subject to the consent of Board of Selectmen agenda items to committees, and perform other duties specified by the Board of Selectmen.

The First Selectman shall be an ex-officio, non-voting member of all Town regular and special boards, commissions, committees, and agencies. The First Selectman may appoint another member of the Board of Selectmen to serve in his place as an ex-officio, non-voting member. Notification of such appointment shall in writing to the affected body.

The First Selectman shall be recognized as head of the town government for all ceremonial purposes and by the governor for purposes of military law but shall have no administrative duties.

Section 4-4 Compensation and Expenses

The annual salary of the First Selectman shall be determined by the annual town budget. In addition the First Selectman and the Board of Selectmen shall receive the actual and necessary expenses incurred in the performance of the duties of office.

Section 4-5 Prohibitions

- a) Holding Other Office. No Board of Selectmen member shall hold any other elected public office during the term for which the member was elected to the Board of Selectmen. No Board of Selectmen member shall hold any town office or town employment during the term for which the member was elected to the Board of Selectmen, except as provided in this Charter. No former Board of Selectmen member shall hold any compensated appointive office or employment with the town until one year after the expiration of the term for which the member was elected to the Board of Selectmen. Nothing in this section shall be construed to prohibit any current or former Board of Selectmen member to represent the town on the governing board of any regional, other intergovernmental agency or organization.
- b) Appointments and Removals. Neither the Board of Selectmen nor any of its members shall in any manner control or demand the appointment or removal of any town administrative officer or employee who serves under the supervision of another town employee but the Board of Selectmen may express its views and fully and freely discuss

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with the supervising employee anything pertaining to appointment and removal of such officers and employees.

- c) Interference with Administration. Except for the purpose of inquiries, and investigations, as stated herein, the Board of Selectmen or its members shall deal with town officers and employees who are subject to the direction and supervision of other town employees solely through the supervising town employee and neither the Board of Selectmen nor its members shall give orders to any such officer or employee, either publicly or privately.

Section 4-6 Town Attorney

The Town Attorney shall be an Attorney at Law admitted to practice in the State of Connecticut and shall be retained by the Board of Selectmen.

The Town Attorney shall upon request from the Board of Selectmen, appear for and protect the rights of the Town in actions, suits or procedures brought against it or any of its departments, officials, boards, commissions or other agencies of the Town.

The Town Attorney shall be the legal advisor of the Board of Selectmen, and all Town officials, boards, commissions or other agencies of the Town, in all matters affecting the Town and shall, upon request from the First Selectman or the Town Administrator, furnish a written opinion on any question of law involving their respective powers, duties and responsibilities.

Upon request, the Town Attorney shall prepare or approve forms, contracts or other instruments to which the Town is a party or in which it has an interest.

The Town Attorney shall have the power, with the approval of the Board of Selectmen, to appeal orders, decisions and judgments and, subject to the approval of said Board of Selectmen, to compromise and settle any claims by or against the Town.

If, in special circumstances, or for investigation purposes, the Board of Selectmen deem it advisable, they may provide for the temporary employment of counsel other than or in addition to the Town Attorney.

As requested by the Board of Selectmen, the Town Attorney shall act upon those matters to come before a Special Town Meeting as stated in this Charter.

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Section 4-7 Filling of Vacancies

The office of a Board of Selectmen member shall become vacant upon the member's death, resignation, or removal from office or forfeiture of office in any manner authorized by law. A vacancy in the Board of Selectmen shall be filled for the remainder of the unexpired term by the Board of Selectmen by majority vote of all its remaining members. If the Board of Selectmen fails to do so within sixty (60) days following the occurrence of the vacancy, the election authorities shall call a special election to fill the vacancy, to be held not sooner than ninety days and not later than 120 days following the occurrence of the vacancy and to be otherwise governed by law. Special elections shall be held only if eight (8) months or more of the unexpired term remains.

Section 4-8 Investigations

The Board of Selectmen may make investigations into the affairs of the town and the conduct of any town department, office, or agency and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence.

Section 4-9 Procedure

The Board of Selectmen shall meet regularly at least once in every month at such times and places as the Board of Selectmen may prescribe by rule. Special meetings may be held on the call of the First Selectman or of two or more members, upon no less than twenty-four hours notice to each member and the town clerk. Except as allowed by state law, all meetings shall be public. The presence of four members shall constitute a quorum. However, no motion, ordinance, resolution or otherwise, except to adjourn or to fix the time and place of its meeting, shall be adopted by less than four affirmative votes.

The Board of Selectmen shall determine its own rules and order of business and shall provide for keeping minutes of its proceedings in accordance with state law regarding public records. A period for public comment shall be included in each regular meeting of the Board of Selectmen. Voting, except on procedural motions, shall be by roll call and the ayes and nays shall be recorded in the minutes. Four members of the Board of Selectmen shall constitute a quorum, but a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rule of the Board of Selectmen.

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Section 4-10 Emergency Ordinances

Upon a declaration by the First Selectman or Deputy First Selectman that a state of public emergency exists in the Town affecting the public health, safety or welfare, the majority of the Board of Selectmen shall be empowered to adopt regulations or ordinances which shall become effective immediately. No public hearing shall be required. This regulation or ordinance shall be automatically repealed when the First Selectman or Deputy First Selectman shall declare that the emergency no longer exists, but in no event beyond the thirty-first day from the adoption of the ordinances.

**CHAPTER FIVE
TOWN ADMINISTRATOR**

Section 5-1 Appointment

The Board of Selectmen shall appoint for an indefinite term, and may remove by majority vote, a Town Administrator, who shall be the chief executive officer and shall be chosen exclusively on the basis of education, administrative qualifications, character and experience. The Board of Selectmen shall establish the job description and qualifications for the Town Administrator.

The Board of Selectmen may appoint an interim Town Administrator during the absence, disability or resignation of the administrator. Said interim administrator may be an elected town official who may serve as interim Town Administrator until such time as a new Town Administrator is appointed for a period no longer than six (6) months. The Board of Selectmen may extend the interim appointment for three (3) months if needed. The provisions of Section 4-5 of this Charter notwithstanding, the appointee may be currently a town official or a former official whose term expired less than one year prior to this appointment. The Board of Selectmen shall determine the compensation for the Town Administrator, or any interim Town Administrator.

Section 5-2 Duties of Town Administrator

The Town Administrator shall be directly responsible to the Board of Selectmen for the administration of all offices and agencies. The Town Administrator shall appoint, supervise and direct all town employees except those appointed by the Board of Education and the Board of Selectman or other elected officials.

The Town Administrator, with approval of the Board of Selectmen, may contract for service and the use of facilities of the United States or any federal agency, the State of Connecticut and any political sub-division thereof, or may, by agreement, join with such political subdivisions to provide services and facilities

The Town Administrator shall be the purchasing agent of the town subject to such rules and regulations as shall be prescribed by the Board of Selectmen. The Town Administrator shall purchase all supplies, materials, equipment and other commodities required by any office or agency of the town except the Board of Education.

The Town Administrator shall keep full and complete records of his office and shall make periodic reports to the Board of Selectmen and attend its meetings with full right of participation in its discussions, and shall recommend to the Board of Selectmen such measures as may be deemed necessary or expedient.

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The Town Administrator shall keep or cause to be kept complete books of account showing the financial condition and financial transactions of the town, including accounts of all funds and appropriations, and such other accounts and records, not specifically required by law to be kept by other officers, as may be prescribed by the Board of Selectmen. The Town Administrator shall keep the Board of Selectmen fully advised as to the financial condition of the town.

The Town Administrator shall prepare and submit to the Board of Selectmen an annual budget and exercise such other powers and duties as may be imposed on him by the Board of Selectmen.

Except as otherwise provided in this Charter, neither the town meeting nor the Board of Selectmen shall diminish by ordinance, vote or otherwise the powers and duties of the Town Administrator, except those powers and duties imposed on the Town Administrator by the direction of the Board of Selectmen under the provisions of this section. The Town Administrator shall exercise the authority and perform all the duties of the Town Administrator except as otherwise specifically provided in this Charter.

The Town Administrator shall prepare and publish an Annual Town Report. The report shall be available for distribution at least five days before the Annual Town Meeting. The report shall contain such information as is required by the General Statutes and such other matters as the Board of Finance may deem advisable to include.

The Town Administrator shall appoint all department heads and other officers and employees of the Town except as otherwise specifically provided by this Charter and except employees in the offices of elected officers and boards appointed by the Board of Selectmen. In lieu of any appointment by the Town Administrator or any of the Town Administrator's appointees to any office under his jurisdiction, the Town Administrator, subject to the approval of the Board of Selectmen, may perform the duties of any office under the Town Administrator's jurisdiction except those of Town Treasurer, provided in case the Town Treasurer is absent or unable to act, the Town Administrator may countersign checks in accordance with the provisions of this Charter. The Town Administrator may designate one of the Town Administrator's appointees to serve as acting Town Administrator during the Town Administrator's absence.

**CHAPTER SIX
TOWN DEPARTMENTS AND OFFICES**

Section 6-1 Creation of Departments

The Board of Selectmen may establish town departments, offices, or agencies in addition to those created by this Charter and may prescribe the functions of all departments, offices and agencies. No function assigned by this Charter to a particular department, office or agency may be discontinued, unless this Charter specifically provides or it is assigned to another.

Section 6-2 Direction by Town Administrator

All departments, offices, and agencies under the direction and supervision of the Town Administrator shall be administered by an officer appointed by and subject to the direction and supervision of the Town Administrator. With the consent of the Board of Selectmen, the Town Administrator may serve as the head of one or more such departments, offices or agencies or may appoint one person as the head of two or more of them.

Section 6-3 Director of Health (or Regional Agency)

The Director of Health shall have the powers and duties consistent with this Charter, conferred by the General Statutes on such officer. The duties of the Director of Health may be performed by a regional agency.

Section 6-4 Department of Public Works

A. Division of Public Works/Town Engineer

The Director of Public Works/Town Engineer shall be a registered professional engineer admitted to practice in the State of Connecticut and shall be appointed by the Town Administrator. The Director of Public Works/Town Engineer shall have such duties as prescribed by the Town Administrator. The Director of Public Works shall also serve as the Town Engineer and Tree Warden.

B. Division of Recreation

The Division of Recreation shall have supervision and control of all parks and grounds used for park purposes belonging to the town, and of building, structures, apparatus and equipment used in connection therewith and shall have such powers and duties as the Board of Selectmen may prescribe.

The Director of Parks and Recreation shall have all the powers and duties conferred by the Connecticut General Statutes and such powers and duties, consistent with this Charter, as may be prescribed by the Town Administrator. The Director of Parks and Recreation may appoint and

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may remove all Assistant Directors of Parks and Recreation and other employees subject to the approval of the Town Administrator and subject to such rules and regulations covering Town employees. The Director of Parks and Recreation shall report to the Town Administrator or the Town Administrator designee.

Section 6-5 Town Treasurer

The Town Administrator shall appoint a Town Treasurer who shall be qualified by training, experience, education and professional certification.

The Town Treasurer shall have all the powers and duties conferred by the Connecticut General Statutes and such powers and duties, consistent with this Charter, as may be prescribed by the Town Administrator. The Town Treasurer may appoint and may remove all Assistant Town Treasurers and other employees subject to the approval of the Town Administrator and subject to such rules and regulations covering Town employees. The Town Treasurer shall report to the Town Administrator.

Section 6-6 Tax Collector

The Town Administrator shall appoint a Tax Collector who shall be qualified by training, experience, education and professional certification.

The Tax Collector shall have all the powers and duties conferred by the Connecticut General Statutes and such powers and duties, consistent with this Charter, as may be prescribed by the Town Administrator. The Tax Collector may appoint and may remove all Assistant Tax Collectors and other employees subject to the approval of the Town Administrator and subject to such rules and regulations covering Town employees. The Tax Collector shall report to the Town Administrator.

Section 6-7 Assessor

The Town Administrator shall appoint an Assessor who shall be qualified by training, experience, education and professional certification.

The Assessor shall have all the powers and duties conferred by the Connecticut General Statutes and such powers and duties, consistent with this Charter, as may be prescribed by the Town Administrator. The Assessor may appoint and may remove all Assistant Assessors and other employees subject to the approval of the Town Administrator and subject to such rules and regulations covering Town employees. The Assessor shall report to the Town Administrator.

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Section 6-8 Town Clerk

The Town Administrator shall appoint a Town Clerk who shall be qualified by training, experience, education and professional certification.

The Town Clerk shall have all the powers and duties conferred by the Connecticut General Statutes and such powers and duties, consistent with this Charter, as may be prescribed by the Town Administrator. The Town Clerk may appoint and may remove all Assistant Town Clerks and other employees subject to the approval of the Town Administrator and subject to such rules and regulations covering Town employees. The Town Clerk shall report to the Town Administrator.

Section 6-9 Director of Planning and Development

The Town Administrator shall appoint a Director of Planning and Development who shall be qualified by training, experience, education and professional certification.

The Director of Planning and Development shall have all the powers and duties conferred by the Connecticut General Statutes and such powers and duties, consistent with this Charter, as may be prescribed by the Town Administrator. The Director of Planning and Development may appoint and may remove all Assistant Directors of Planning and Development and other employees subject to the approval of the Town Administrator and subject to such rules and regulations covering Town employees. A Chief Building Official shall be appointed by the Town Administrator and shall serve under the direct supervision of the Director of Planning and Development. The Director of Planning and Development shall report to the Town Administrator.

Section 6-10 Department of Social Services

The Town Administrator shall appoint a Director of Social Services who shall be qualified by training, experience, education and professional certification.

The Director of Social Services shall have all the powers and duties conferred by the Connecticut General Statutes and such powers and duties, consistent with this Charter, as may be prescribed by the Town Administrator. The Director of Social Services may appoint and may remove all Assistant Directors of Social Services and other employees subject to the approval of the Town Administrator and subject to such rules and regulations covering Town employees. The Director of Social Services shall report to the Town Administrator.

The Town Administrator shall appoint a Director of Senior Services who shall be qualified by training, experience, education and professional certification.

The Director of Senior Services shall report to the Director of Social Services.

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SECTION 6-11 Department of Public Safety

The Department of Public Safety shall have supervision and control of the Division of Police and the Division of Fire. The Town Administrator may appoint and may remove a Director of Public Safety who shall be responsible for the efficiency, discipline and good conduct of the Department. Said Director, or with the Director's approval, the appropriate division head in said department, in accordance with such rules and regulations as may be adopted pursuant to the merit system provisions of this Charter, shall appoint and may remove such assistants and employees as are authorized within said department. The Director of Public Safety shall be the traffic authority as defined in the General Statutes. Said Director shall appoint and also may remove the Animal Control Officer. The Town Administrator may serve as the Director of Public Safety.

A. Division of Police

There shall be a Division of Police consisting of the Chief of Police and such other officers and employees of such ranks and grades as the Director of Public Safety may determine. The Division of Police shall be responsible for the preservation of the public peace, prevention of crime, apprehension of criminals, regulation of traffic, protection of rights of persons and property and enforcement of the laws of the state and the ordinances of the Town and all rules and regulations made in accordance therewith. All members of the Division of Police shall have the same powers and duties with respect to the service of criminal process and enforcement of criminal laws as are vested in police officers by general statutes. The appointment and removal of the Chief of Police shall be subject to the provisions of this Charter and of the General Statutes as revised. The Chief of Police shall be the Executive Officer of the Division of Police. The Chief of Police shall assign all members of the division to their respective posts, shifts, details and duties. The Chief of Police shall be responsible for the care and custody of all property used by the division and for the efficiency, discipline and good conduct of its members. The Chief of Police shall make rules for operation of the division and the conduct of the police work, subject to the approval of the Director of Public Safety. The violation of these rules by any member of the Division shall be punishable by appropriate disciplinary action which may include loss of pay, suspension from duty and removal, provided that no member of the division shall be suspended by the Chief for more than ten (10) days without approval of the Director of Public Safety and no suspension form more than thirty (30) days or removal shall be made except in accordance with the provisions relating to the merit system.

B. Division of Fire

It is the intent of this Charter that fire protection shall continue to be provided by the volunteer companies heretofore established in the organization and conduct of which no change is contemplated. The Town, however, by this Charter, reserves the right to establish additional volunteer companies. Assumption of Fire protection service – if the interest of the Town shall so require the Board of Selectmen may enter into agreement with any fire district, prior to the elimination of said district, whereby the fire protection services of said district, or any other

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service or functions thereof, shall be assumed by the town, in which event the provisions of this charter with respect to such service shall take effect in the same manner as though said fire district or districts were eliminated.

C. Emergency Medical Services

It is the intent of this Charter that Emergency Medical Services be under the purview of the Director of Public Safety and these services are allowed to be contracted.

D. Office of Emergency Management

The Director of Emergency Management shall prepare regulations in accordance with Connecticut General Statutes and/or the Department of Homeland Security with the advice of the Emergency Management Advisory Committee and subject to the approval by the Board of Selectmen.

SECTION 6-12 Department of Libraries

The Town Administrator may appoint a Director of Library Services who shall be qualified by training, experience, education and professional certification.

The Director of Library Services shall have all the powers and duties conferred by the Connecticut General Statutes and such powers and duties, consistent with this Charter, as may be prescribed by the Town Administrator. The Director of Library Services may appoint and may remove all Assistant Directors of Library Services and other employees subject to the approval of the Town Administrator and subject to such rules and regulations covering Town employees. The Director of Library Services shall report to the Town Administrator, although the Director shall solicit the advice of the Library Board on major policy making decisions.

**CHAPTER SEVEN
BOARDS, AUTHORITIES, COMMISSIONS AND ASSOCIATIONS**

Section 7-1 General Powers and Procedures, Records

Except as otherwise provided in this Charter, all appointed boards, commissions and similar bodies shall have the powers and duties prescribed by law and ordinance.

All boards shall establish procedures for the conduct of their meetings. However, meetings shall be held in accordance with Roberts Rules of Order.

Copies of all minutes taken by each board shall include attendance of members and alternates, the recorded vote of each member thereof on all issues and shall be filed with the Town Clerk and the First Selectman within the time specified in the General Statutes. The Town Clerk shall maintain files of such minutes which shall be public record.

All boards and commissions shall elect their own chairperson.

A quorum for a board or commission shall consist of a bare majority.

Any request for legal opinion should be processed through the Town Administrator.

Section 7-2 Eligibility

No person shall be eligible for appointment to any Town board, commission or similar body who is not at the time of their appointment an elector of said Town. Any person ceasing to be an elector of the Town, shall thereupon cease to hold such appointive office in the Town. Residency is required to serve on a Board or Commission. Any municipal employee shall have the right to serve on any such Town Board, Commission or similar body, except on any such body that has responsibility for direct supervision of such employees.

Section 7-3 Vacancies

Any vacancy in any appointive board, commission or similar body from whatever cause arising, shall be filled by the Board of Selectmen. Persons appointed to fill such vacancies shall serve for the unexpired portion of the term vacated.

Section 7-4 Alternates

If a regular member of any Board and/or Commission is absent or disqualified, the Chairman of the Board and/or Commission shall designate an alternate to so act, choosing an alternate in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not

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available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

Section 7-5 Appointed Permanent Boards and Commissions

There shall be permanent Town boards and commissions created by Charter or ordinance and appointed by the Board of Selectmen. All members of such boards and commission shall serve without compensation, except for the reimbursement of necessary expenses, as authorized by the Board of Selectmen, or as otherwise provided by law, until their successors have been appointed and qualified. Such boards and commissions shall, except as otherwise provided in this Charter, have the powers and duties as are conferred or imposed by the General Statutes upon their respective offices. Such boards and commissions as are existing at the effective date of this Charter, and which are not abolished or merged with other boards and which are re-established by the provisions herein, shall continue, and members of said boards shall fulfill their existing terms until such terms expire and new appointments are made in accordance with this Charter.

Section 7-6 Creation of Additional Boards, Commissions and Committees

There shall be such additional appointive boards, commissions and committees resulting from an affirmative vote of the Board of Selectmen, or as determined by ordinance or resolution, as may be appropriate from time to time. All members of such boards, commissions and committees shall serve under the same terms and conditions as set forth in Section 7-5.

Section 7-7 Dissolution of Appointed Boards, Commissions and Committees

Permanent appointive boards, commissions or similar bodies shall only be abolished in the same manner in which they were created. Said action shall not apply to said Boards and Commissions outlined within the Charter. Temporary committee will automatically dissolve after an eighteen (18) month term, unless the committee is reestablished.

Section 7-8 Building Code Board of Appeals

There shall be a Building Code Board of Appeals which shall consist of five (5) members, appointed by the Board of Selectmen, who shall serve for four (4) years.

This Board shall have the duties and terms in accordance with the ordinance establishing this Board.

Section 7-9 Emergency Management Advisory Council

There shall be an established Emergency Management Advisory Council pursuant to General Statutes. This Advisory Council shall consist of six (6) voting members and a non-voting Director, all serving a four (4) year term, all appointed by the First Selectman.

Advisory Council membership shall include representatives from local business, labor and agricultural groups. The Advisory Council shall have those powers and duties in accordance with the ordinance establishing this Advisory Council.

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Section 7-10 Conservation Commission

There shall be a Conservation Commission which shall consist of seven (7) members, plus three (3) alternates, who shall all serve for terms of four (4) years.

Said Commission shall have duties and terms in accordance with the General Statutes. The Commission shall be advisory to the land use agencies of the town.

Section 7-11 Inland and Water Course Agency

There shall be an Inland and Water Course Agency which shall consist of seven (7) members, plus three (3) alternates, who shall all serve for terms of four (4) years.

Said Agency shall have duties and terms in accordance with the General Statutes

Section 7-12 Economic Development Commission

There shall be an Economic Development Commission which shall consist of seven (7) members, appointed by the Board of Selectmen, who shall serve for terms of four (4) years.

The Commission shall assist in bringing business and industries into Town, as well as the improvement of existing business and industry. Said commission shall have duties and terms in accordance with the ordinance establishing this commission.

Section 7-13 Elderly Commission

There shall be an Elderly Commission which shall consist of five (5) members, appointed by the Board of Selectmen, who shall serve for terms of four (4) years and shall have duties and terms in accordance with the ordinance establishing this commission.

Section 7-14 Ethics Commission

There shall be an Ethics Commission which shall consist of five (5) members, appointed by the Board of Selectmen, who shall serve terms of four (4) years.

The Ethics Commission shall have those powers and duties set forth in accordance with the ordinance establishing this commission

Section 7-15 Housing Authority

There shall be a Housing Authority which shall consist of five (5) members appointed by the Board of Selectmen, who shall serve for a term of five (5) years.

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The Housing Authority shall have those powers and duties set forth in accordance with the ordinance establishing this agency.

Section 7-16 Land Management Advisory Committee

There shall be a Land Management Advisory Commission which shall consist of three (3) members, appointed by the Board of Selectmen, who shall serve for a term of four (4) years.

This Advisory Committee shall have those powers and duties set forth in accordance with the with State Statutes.

Section 7-17 Parks and Recreation Advisory Committee

There shall be a Parks and Recreation Advisory Committee which shall consist of five (5) members, appointed by the Board of Selectmen, who shall serve for terms of four (4) years.

The Parks and Recreation Advisory Committee shall have duties as provided by the Board of Selectmen when establishing this Committee. The Committee shall advise the Director of Parks and Recreation.

Section 7-18 Planning and Zoning Commission

There shall be a Planning and Zoning Commission which shall consist of five (5) members, plus three alternates, appointed by the Board of Selectmen, who shall all serve terms of four (4) years.

The Planning and Zoning Commission shall have duties in accordance with the General Statutes and the ordinance establishing this Commission. No more than two alternate members shall be registered to the same political party and no alternate may be a member of the Zoning Board of Appeals.

Section 7-19 Water Pollution Control Authority

There shall be a Water Pollution Control Authority which shall consist of five (5) members plus two (2) alternates, appointed by the Board of Selectmen, who shall serve terms of four (4) years.

The Water Pollution Control Authority shall have duties set forth in accordance with the ordinance establishing this Authority.

Section 7-20 Cemetery Association

It is the intent of this Charter that the Town cemeteries of the Town of East Windsor shall be maintained by the East Windsor Cemetery Association, Inc.

Section 7-21 Pension Board

There shall be a Pension Board with membership, duties and terms as outlined in the ordinance establishing the Board.

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The Pension Plan Administrator shall be the Town Treasurer.

Section 7-22 Capital Improvement Plan Advisory Committee

Annually, no later than August first, the Board of Selectmen shall appoint a Capital Improvement Plan Advisory Committee, consisting of no fewer than six (6) and no more than nine (9) members.

This Committee shall advise the Board of Selectmen regarding capital expenditures for the upcoming fiscal year and for a period of four fiscal years thereafter. The Capital Improvement Plan Advisory Committee shall gather information from Town departments and the Board of Education by September fifteenth of each year and shall submit its recommendations for capital improvements to the Board of Selectmen and the Town Attorney no later than November first of each year.

Section 7-23 Veterans Commission

There shall be a Veterans Commission whose membership and term shall be determined by ordinance.

Section 7-24 Permanent Building Committee

There shall be a Permanent Building Committee whose membership and term shall be determined by ordinance.

Section 7-25 Historic Preservation Commission

There shall be a Historic Preservation Commission whose membership and term shall be determined by ordinance.

Section 7-26 Library Board

There shall be a Library Board whose duties, composition and terms of office shall be determined by ordinance.

Section 7-27 River Commission

There shall be an River Commission whose duties, composition and terms of office shall be determined by ordinance.

Section 7-28 Public Safety Advisory Committee

There shall be a Public Safety Advisory Committee which shall consist of five (5) members, appointed by the Board of Selectmen, who shall serve for terms of four (4) years.

The Public Safety Advisory Committee shall have duties as provided by the Board of Selectmen when establishing this Committee. The Committee shall serve in an advisory capacity as a liaison between the police department and the community.

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**CHAPTER EIGHT
BOARD OF FINANCE**

Section 8-1 Board of Finance

The Board of Finance members shall serve without compensation. At all meetings of such Board four members shall constitute a quorum and the concurrence of not less than three votes shall be necessary for the transaction of business, notwithstanding Section 7-1 of this Charter. No member during the term of office for which he is elected shall hold any elective office or appointive office of profit under the government of the Town of East Windsor.

Section 8-2 General Duties

The Board of Finance shall have such duties with respect to finance and taxation as are hereinafter provided.

Section 8-3 Annual Audit

The Board of Finance shall annually designate an independent certified public accountant, or firm of independent certified public accountants, licensed in the State of Connecticut to audit the books and accounts of the Town as required by the General Statutes and may periodically designate such accountant to perform special audits of the books and accounts of any office, board, commission or other agency of the Town. The recommendations of the auditors shall be submitted to the Board of Selectmen and the Board of Finance and shall be included in the Annual Town Report for the current year. The Board of Selectmen and Board of Finance shall respond to the auditor's recommendations in the following year's Annual Town Report.

Any organization receiving funds from the Town not included in the Town audit shall cause an annual audit of its financial condition to be conducted satisfactory to the Board of Finance and shall submit the results of said audit to the Board of Finance prior to submission of said organization's budget request for the upcoming year.

**CHAPTER NINE
FINANCE AND TAXATION**

Section 9-1 Fiscal Year

The fiscal year of the Town shall begin on the first day of July and shall end on the thirtieth day of June.

Section 9-2 Budget Estimates

It shall be the duty of the Town Administrator, to compile estimates for the annual budget.

The head of each office or agency of the Town supported wholly or in part from town funds, or for which a specific Town appropriation is made, including the Board of Education shall, on or before January 15, file with the Town Administrator on forms provided by the Town Administrator, expenditure requests of that office or agency and the revenue, other than tax revenues, to be collected thereby in the ensuing fiscal year.

Expenditure requests, except the requests of the Board of Education, shall be submitted in accordance with a budget classification plan formulated by the Town Administrator with the approval of the Board of Selectmen and the Board of Finance. Expenditure requests of the Board of Education shall be submitted in accordance with a budget classification plan formulated by the Board of Finance and approved by the Board of Selectmen. Such requests shall be accompanied by data setting forth a program or programs showing services, activities and work accomplished during the current year and to be accomplished during the ensuing year.

Section 9-3 Duties of the Town Administrator on Budget

On or before March 1, the Town Administrator shall present to the Board of Selectmen a budget consisting of:

- a) a written statement outlining the important features of the budget plan;
- b) detailed estimates of revenue by source, itemized receipts collected in the last completed fiscal year, receipts estimated to be collected during the current fiscal year, and estimates of receipts to be collected in the ensuing fiscal year;
- c) estimates of expenditures, in detail directed by the Board of Selectmen, for each office or agency for the last fiscal year and expenditures for the current fiscal year to the time of preparing the estimates, total expenditures as estimated for the current fiscal year, the requests of the several offices and agencies for the ensuing fiscal year and the Town Administrator's recommendations for the ensuing fiscal year. The Town Administrator

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shall, at the request of the Board of Selectmen, present reasons for any recommendations;

- d) As a part of the annual budget or as a separate report attached thereto, the Town Administrator shall make recommendations concerning the proposed municipal capital improvement plan to the Board of Selectmen. The Town Administrator shall recommend to the board of Selectmen a program of projects as outlined in Section 7-22 of this Charter.

Section 9-4 Duties of the Board of Selectmen on Budget

On or before April 1 the Board of Selectmen shall present and recommend to the Board of Finance the budget for the ensuing fiscal year prepared and presented by the Town Administrator, with such modifications as the Board of Selectmen deems appropriate. With respect to the budget proposal of the Board of Education, such alterations or changes shall be in the form of recommendations.

A copy of the budget as recommended by the Board of Selectmen shall be available for public inspection at the office of the Town Administrator.

Section 9-5 Duties of the Board of Finance on Budget

The Board of Finance shall hold a public hearing not later than three weeks before the Annual Budget Meeting at which any elector or taxpayer may have an opportunity to be heard regarding the budget for the ensuing year.

After the Board of Finance public hearing or hearings, and after consultation with the Board of Selectmen and the Board of Education, the Board of Finance shall make those revisions in the budget as the Board of Finance deems desirable and shall recommend the budget so revised to the Annual Budget Meeting. Summary copies of the budget showing estimated revenues by major sources and recommended appropriations by office or agency shall be available in sufficient numbers for public distribution at the office of the Town Administrator and at the public hearing or hearings.

The estimate of expenditures submitted by the Board of Finance to the Budget Meeting shall include a recommendation for a contingency fund which shall not exceed three percent (3%) of the total expenditures for the proposed fiscal year. No expenditure or transfer may be made from this contingency fund without the approval of the Board of Finance, or as otherwise provided for in this Charter.

The revised budget as submitted to the Annual Budget Meeting shall not be in less detail than the recommended totals for each office or agency. The notice of the Budget Meeting shall be

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published at least five (5) days prior to such meeting in a newspaper having general circulation in the Town and shall be accompanied by a copy of the proposed budget for the ensuing year. Sufficient copies of the budget to be presented to the Annual Budget Meeting shall be available to the public in the office of the Town Administrator, and at least five days prior to the Annual Budget Meeting the Board of Finance shall cause to be published in a newspaper having a circulation in the Town, a summary of the budget showing estimated revenues by major sources and recommended appropriations by major sources.

Section 9-6 Annual Budget Meeting and Referendum

The Annual Budget Meeting shall be held on the first Tuesday in May and shall receive and consider a resolution for the adoption of the budget recommended by the Board of Finance.

At the conclusion of the discussion on the resolution for the adoption of the budget recommended by the Board of Finance to the Annual Budget Meeting, the moderator shall adjourn the Annual Budget Meeting to a date certain on a weekday not less than 7 days nor more than 14 days thereafter for a referendum vote by voting machine by those eligible by law to cast ballots for that purpose. All ballots shall be cast in accordance with the provisions of the General Statutes between the hours of 6 a.m. and 8 p.m. at regular polling places used during municipal elections.

If the majority of the ballots cast at any referendum of the adjourned Annual Budget Meeting on a budget recommended by the Board of Finance shall be "Yes" the budget shall be deemed approved as of the date of such affirmative vote.

An official copy of the approved budget at any referendum setting forth appropriations shall be filed by the Board of Finance with the Town Clerk within one week following such approval.

Section 9-7 Rejection of budget

Should the referendum vote reject the budget, another referendum shall be reconvened by the Moderator without additional signatures within fourteen days. However, a public hearing will be held within seven days of the referendum prior to the second referendum. Prior to another referendum, after any consultation with the Board of Selectmen and the Board of Education the Board of Finance deems advisable, determine those modifications, if any, to the rejected budget the Board of Finance deems appropriate. A summary of any revisions made by the Board of Finance to the rejected budget shall be made available before the second referendum. In the event the budget is not adopted by June twentieth, the Board of Selectmen, with the approval of the Board of Finance, may call one or more Special Town Meetings, and appropriate funds by way of tax anticipation notes to meet necessary obligations at the budget levels then in effect, from July first to the approval of the budget, or with the approval of the Board of Finance, may

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make a rate bill upon its last completed list for the amount necessary to pay current expenses of the Town. Immediately upon approval of the budget, the Board of Finance shall set the tax rate and notify the Tax Collector forthwith. Official copies of the budget as finally approved shall be filed by the Board of Finance with the Town Clerk within five days of the approval.

Section 9-8 Emergency Appropriations

If a declaration of public emergency is made, as defined in this Charter, the Board of Finance may make an appropriation to meet the emergency, such appropriation not to exceed any limit set by the General Statutes.

Section 9-9 Unexpended Appropriations

Any portion of an annual appropriation remaining unexpended or unencumbered at the close of the fiscal year shall lapse; provided, however, appropriations for construction or for other capital improvements, from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned; provided further that any such project shall be deemed to have been abandoned after three (3) years shall elapse without any expenditure from, or encumbrances of, the appropriation therefore.

Section 9-10 Purchasing

Purchases for the Town of East Windsor, with the exception of the Board of Education, shall be made under such rules and regulations shall be established by the Board of Selectmen.

Section 9-11 Treasurer

The Treasurer shall receive all monies belonging to the Town, pay it out on the order of the proper authority, keep accurately the records required by law and have such other powers and duties as are prescribed in the General Statutes. The Treasurer shall inform all departments that monies belonging to the Town shall be deposited within five working days from receipt of the same. All monies received belonging to the Town will either be deposited or turned over to the Treasurer within three working days.

Section 9-12 Tax Collector

The Tax Collector shall collect taxes and sewer assessments and deposit same within five working days. Taxes shall be due and payable in semi-annual installments on July first and January first of each year, unless otherwise fixed by ordinance. The Tax Collector shall issue monthly reports to the Town Treasurer. The Board of Selectmen shall have the power to request and secure additional reports from the Tax Collector.

Section 9-13 Borrowing

The Town shall have the power to incur indebtedness by issuing bonds or notes as provided in the General Statutes subject to the limitation thereof and the provisions of this Charter.

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Section 9-14 Additional Appropriations

When any office or agency, except the Board of Education, shall desire additional appropriations such office or agency shall make application with the Town Administrator, reviewed by the Board of Selectmen and approved by the Board of Finance and shall not exceed limits set by state statute.

**CHAPTER TEN
TOWN EMPLOYEES**

Section 10-1 Personnel Regulations

The Board of Selectmen shall adopt personnel regulations for all non-union, appointed employees and elected officials. These regulations shall provide, among other things, for the method of holding competitive examinations, probationary periods of employment, hours of work, vacations, sick leave and other leave absences, removals and such other rules and regulations as may be necessary to provide adequate and systematic procedure for the administration of the personnel affairs of the Town. Copies of such rules and regulations and any amendments shall be available to all non-union, appointed employees and elected officials of the Town.

Section 10-2 Collective Bargaining

The Town Administrator is responsible for negotiating collective bargaining agreements of all employment contracts and must receive approval by the Board of Selectmen. The Town Administrator shall represent the municipal employer in collective bargaining with employee organizations and shall have such authority as is consistent with the General Statutes. If the Board of Selectmen deems it necessary, a professional negotiator may be retained.

Section 10-3 Exception

All of the above provisions of this Chapter shall not apply to the Board of Education

**CHAPTER ELEVEN
TOWN MEETING**

Section 11-1 Annual and Special Meetings

The annual town meeting shall be held during the month of January each year to accept the annual town report and to transact any other business properly coming before the Town Meeting. Special town meetings may be called from time to time by the Board of Selectmen and as required by this Charter.

Section 11-2 Organization and Procedure

All Town Meetings, including Special Town Meetings and Town Meeting by petition, as hereinafter provided, shall be warned and conducted in accordance with Connecticut General Statutes, provided, however, that the provisions of this Charter, where inconsistent with the aforesaid General Statutes, shall govern. All Town Meetings of the Town of East Windsor shall be held starting at 7:30 p.m. and shall observe a curfew of twelve midnight. Meetings shall be held in accordance with Roberts Rules of Order.

The First Selectman shall call the meeting to order and the meeting shall choose a moderator.

The Town Clerk shall serve as Clerk of all Town Meetings, but in the absence of the Town Clerk, an acting clerk may be chosen by the meeting.

All action at a Town Meeting shall be adopted by a majority vote of the qualified voters present and voting at the meeting, unless otherwise provided by this Charter.

Section 11-3 Members of the Town Meeting

Members of the Town Meeting shall be electors of the Town and all others entitled to vote at Town Meetings pursuant to the General Statutes.

Section 11-4 Town Meeting by Petition

Upon petition filed with the Town Clerk and signed by one-hundred persons entitled to vote at Town Meetings, petitioning for the warning and convening of a Special Town Meeting, said petition to be in accordance with the provisions of Connecticut General Statutes and to contain the matter or text of the proposed ordinance or resolution to be considered at said Special Town Meeting, the Town Clerk shall, within ten days, determine whether or not the petition contains the required number of valid signatures, and if it does shall so certify to the Board of Selectmen within said ten days. Said petition may propose consideration of any proper matter to come before a Town Meeting. Upon receipt of such certification from the Town Clerk, the Board of Selectmen shall, within fourteen days thereafter, cause to be convened a Special Town Meeting, which meeting may be adjourned from time to time as the interest of the Town requires. At said

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Special Town Meeting, the only matters that may be considered shall be those matters set forth in said petition.

Any ordinance or resolution so proposed in such a petition shall be examined by the Town Attorney prior to submission to the Town Meeting; and prior to or at said Town Meeting, Town Attorney shall give his opinion, orally or in writing, with respect to the form of the proposal and its conformity to and relationship with existing constitution, statutes, special acts, ordinances and regulations.

Section 11-5 Actions Requiring a Town Meeting

- a) Annual budget meeting as defined in Section 9-6 of this Charter.
- b) Any resolution making an appropriation of more than the limits set by state statute.
- c) Any resolution authorizing the issuance of notes, other borrowing or issuance of bonds in any amount.
- d) Any sale of real estate or any interest therein of the Town, except property acquired by tax foreclosure, and any purchase of real estate or interest therein.
- e) Real estate leases and/or real estate lease options to which the Town is a party for terms in excess of three years.
- f) In addition to all the matters requiring Town Meeting approval, the Board of Selectmen may bring before a Town Meeting, including a Special Town Meeting, for its consideration any other matter the Board of Selectmen considers of sufficient importance to warrant a Town Meeting.

CHAPTER TWELVE MISCELLANEOUS PROVISIONS

Section 12-1 Transfer of Powers

The powers which are conferred and the duties which are imposed upon any office, board, commission or similar body under the General Statutes or any ordinance or regulation, in force at the time of this Charter shall take effect, if such office, board, commission or similar body is abolished by this Charter or superseded by the creation herein of a new commission, board, similar body or office to which are granted similar powers and jurisdiction, shall be thereafter exercised and discharged by the commission, board or similar body, or office upon which are imposed corresponding or like functions, powers and duties under provisions of this Charter. All commissions, boards, similar bodies or office abolished by this Charter, whether elective or appointive, shall continue in the performance of their duties until provisions shall have been made for the discontinuance of such commissions, boards, similar bodies or offices and the performance of their duties by other commissions, boards, similar bodies or offices created under this Charter and until the Town Clerk shall have notified the members of such commissions, boards, similar bodies or offices as are abolished by this Charter that their successors have qualified. All records, property and equipment whatsoever of any commission, board or similar body or office or part thereof, all the powers and duties of which are assigned to any other commission, board, similar body or office by this Charter, shall be transferred and delivered intact forthwith to the commission, board, similar body or office to which such powers and duties are so assigned.

Section 12-2 Transfer of Records and Property

If part of the powers and duties of any commission, board, similar body or office by this Charter is assigned to another commission, board, similar body or office, all records, property and equipment relating exclusively thereto shall be transferred and delivered intact, in accordance with the General Statutes, forthwith to the commission, board, similar body or office to which such powers and duties are so assigned.

Section 12-3 Status of Employees

All employees of the Town on the effective date of this Charter shall retain such positions, pending action by the appropriate person or agency charged by this Charter with powers of appointment or removal of said employees. Any provisions in force at the time of this Charter, in relation to personnel, appointments, ranks, grades, tenure of office, promotions, removals, pension and retirement rights, civil rights or any other rights or privileges or employees of the Town or any office, department, or agency thereof, shall continue in effect, unless and until amended or repealed in accordance with the provisions of this Charter.

Section 12-4 Continuation of Appropriations and Town Funds

All appropriations approved and in force and all funds, including special or reserve funds in the name of the Town, at the time of the adoption of this Charter, shall remain in full force and effect

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unless and until the same shall be amended, transferred or abolished by the Board of Finance under the provisions of this Charter.

Section 12-5 Legal Proceedings

No action or proceeding, civil or criminal, pending on the effective date of this Charter, brought by or against the Town or any board, commission, similar body or office thereof, shall be affected or abated by the adoption of this Charter or by anything herein contained, but all such actions or proceedings may be continued notwithstanding the fact that the functions, powers and duties of any board, commission or similar body or office, party thereto, under this Charter may be assigned or transferred to another board, commission, similar body or office to which such functions, powers and duties have been assigned or transferred by or under this Charter.

Section 12-6 Existing Laws and Ordinances

On and after the effective date of this Charter, all general laws and special acts of the State of Connecticut applying to the Town, all ordinances and bylaws of the Town, and all rules and regulations of commissions, boards and similar bodies of the Town not inconsistent with the provisions of this Charter or repealed thereby, shall be and shall continue to remain in full force and effect unless and until repealed or amended.

Section 12-7 Review and Amendment of Charter

This Charter may be amended in the manner prescribed by the General Statutes. The Board of Selectmen shall review this Charter from time to time as it deems to be in the best interest of the Town, but not less than once every ten (10) years, said review to be published as part of the Annual Town Report. The Board of Selectmen shall appoint a commission not later than five years from the effective date of this Charter, to review, amend or revise said Charter, in the manner prescribed by the General Statutes.

Section 12-8 Rules of Construction and Saving Clause

This Charter is intended to avail, make use of and exercise the full home rule powers of the Town under the Home Rule Law, and any other statute now in effect or hereafter enacted, and any other home rule powers thereof under the Constitution of the State of Connecticut, under the common law or otherwise. Said Charter to be construed as an assertion of the Town's full power and authority to prescribe its organic law for the administration of its local affairs.

If any section, or part of any section, in this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter nor the context in which said section or part thereof so held invalid may appear, to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of the section to which such ruling shall directly apply.

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Section 12-9 Usage

When the context so requires, the masculine gender shall include the feminine, the singular shall include the plural and the plural, the singular.

12-10 Reference to the General Statutes, Special Acts, and Ordinances

All references to the General Statutes made herein are to the General Statutes of Connecticut, and all references to said General Statutes, to the Special Acts or Special Laws of the State of Connecticut, and to the ordinances, regulations and bylaws of the Town of East Windsor are to them as they exist on the effective date of this Charter, as the same may be amended from time to time.

Section 12-11 Effective Date

The revised Charter will become effective upon the approval of a majority of the Town electors in accordance with the provisions of Chapter 99 of the General Statutes, as amended, except that all elected officials serving a specific term shall serve until the expiration of their elected terms, with all of their powers and duties unchanged during said term.